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# **MONTHLY TECHNICAL PROGRESS REPORT**

**for the period**

**November 1 – November 30, 2008**

**Submitted  
to**

**U.S. Environmental Protection Agency  
75 Hawthorne Street  
San Francisco, CA 94105  
Attn: Elaine Chan,  
Task Order Assignment Manager**

**Under Contract EP-R9-06-03**

**Submitted  
by**



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Consulting Environmental Engineers and Scientists

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**EPA Contract No. EP-R9-06-03**  
**Superfund Records Center Management Services, Region 9**

**Monthly Report**  
**November 2008**

**TOAM: Elaine Chan**  
**PM: Patrick Gookin**

**I. TASK ACCOMPLISHMENTS**

**Task 1: Project Management**

**1.1 Manage the Contract**

The monthly report was submitted to the TOAM on November 4.

The prioritized Projects Report, Federal Facilities Report, and Federal Facilities in Site Assessment report were all submitted to the TOAM on November 18.

The Records Center Performance Measurements Reports were submitted to the TOAM on November 10.

The Major Projects Status Report was submitted to the TOAM on November 17.

**Future Activities**

Staff will deliver monthly technical and financial reports to the TOAM by the 10<sup>th</sup> of the month.

Staff will continue to track furniture and equipment for the semi-annual property inventory updates.

Records Center guidance materials will be created or revised as required.

**1.2 Closeout of the Contract**

No activity occurred in this reporting period.

**Future Activities**

Closeout activities will be performed as described in the Transition Plan and as directed by the TOAM at the end of the performance period.

**Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage, and Recycling/Shredding**

**2.1 Organizing and Indexing**

Staff indexed 2,371 documents and edited 6,800 index records in the Superfund Document Management System - Centralized (SDMS-C) database.

A Librarian IV eliminated the indexing backlog of the Operating Industries, Inc., Landfill site this month.

The site assessment Librarian IV received 5.7 lft. of new documents, of which 5 lft. were federal facilities documents, and processed 4 new sites.

Circulation Department staff shelf-read approximately 79.5 lft. of site files during the month. Staff shifted approximately 106.5 lft. of documents to make room on the shelves for new documents.

On November 14 staff met with EPA Environmental Engineer, Carl Warren to discuss an upcoming LUST Indian Country indexing project. Indexing requirements were identified so that the project could begin.

The site assessment Librarian IV received 1.3 lft. of Oil Facility Response Plan documents, and worked 12 hours on the collection.

#### **Future Activities**

Staff will continue to organize and index Superfund files into the SDMS-C database.

### **2.2 Document Pick-up, Processing, File Management, and Storage**

74.2 lft. of documents were picked up from EPA regional offices. 17 Transfer of Records forms were processed.

1.3 lft. of documents were retrieved from the FRC.

Staff performed quality assurance on 1.2 lft. of material returned from circulation or from microfilm/copy services.

The Holdings Database was maintained during the month, and the following holdings reports were updated:

- Holdings Report, updated November 12.

- FRC Storage Report, updated November 12.

- On-Site Storage Report, updated November 12.

- Contracts On-Site Storage Report, November 1, 17, 21, and 26.

Staff checked .2 lft. of unindexed San Gabriel Valley (Areas 1-4) site documents for possible duplication with documents already in the site file.

#### **Future Activities**

Staff will continue to pick up documents from EPA regional offices on a regular twice-weekly schedule.

Staff will continue to maintain the on-site file collections and to recommend inactive files for retirement to the FRC.

Staff will continue to prepare accessions for transfer to the FRC.

### **2.3 Scanning**

Scanning Department staff prepared, scanned, and quality assured 1,952 documents (38,047 pages) during November and forwarded them for retirement to the FRC.

### **Future Activities**

Scanning staff will continue to prepare, scan, and quality assure files in the SDMS-C system and forward them for retirement to the FRC.

## **2.4 SCAP Support and WasteLAN Data Entry**

Staff received, indexed, and logged 1 SCAP accomplishment document during November.

### **Future Activities**

Staff will continue to receive, index and log SCAP accomplishment documents at the direction of the TOAM.

## **2.5 Financial Documentation/Cost Recovery Packaging**

Sixteen Financial Cost Documentation Packages were processed and/or updated through the Accounting, Program, or Enforcement Final copy for the following sites:

ASARCO INC HAYDEN PLT, OU 01, SSID 09JS  
COAST WOOD PRESERVING, OU 01, SSID 0945  
CYPRUS TOHONO MINE, OU 00, SSID 09JT  
DEL AMO FACILITY, OU 01, SSID 0936  
DEL AMO FACILITY, OU 02, SSID 0936  
KOPPERS CO. INC. (OROVILLE PLANT), OU 00, SSID 0943  
MCCLELLAN AIR FORCE BASE, OU 00, SSID 09QN  
OPERATING INDUSTRIES, INC., LANDFILL, OU 00, SSID 0958  
SAN GABRIEL VALLEY (AREAS 1-4), OU 01, SSID 09M5  
SAN GABRIEL VALLEY (AREAS 1-4), OU 04, SSID 098V  
SAN GABRIEL VALLEY (AREAS 1-4), OU 05, SSID 098V

Staff received 4 requests for cost package and/or contract documents, performed 5 database searches in SDMS-C or Lotus Notes and provided 3 document for EPA staff during November. Site-specific charges occurred for the following sites:

OMEGA CHEMICAL CORP, OU 00, SSID 09BC  
RHONE-POULENC, INC./ZOECON CORP , OU 00, SSID 0998  
TH AGRICULTURE & NUTRITION, OU 01, SSID 0981

The Cost Package Documentation Index was updated on November 1, 17, 21, and 26.

### **Future Activities**

Cost packages and cost summaries will continue to be processed as directed by the TOAM.

## **2.6 Recycling and Shredding**

At the request of EPA staff, Records Center staff recycled/shredded 17.7 lft. of documents.

### **Future Activities**

Recycling and shredding assistance will be provided as directed by the TOAM.

**Sites worked on under Task 2 for the month of November, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name**

<b>SSID</b>	<b>OU</b>	<b>SITE NAME</b>
09PC	00	ALTOONA MINE
09DJ	00	AMCO CHEMICAL
09DJ	01	AMCO CHEMICAL
09ZZ	N/A	AMERON PIPE GROUP
09GU	00	ANACONDA COPPER CO (YERINGTON)
09GU	01	ANACONDA COPPER CO (YERINGTON)
09C6	01	APACHE POWDER CO
09JS	00	ASARCO INC HAYDEN PLT
09JS	01	ASARCO INC HAYDEN PLT
09JS	02	ASARCO INC HAYDEN PLT
0934	01	ATLAS ASBESTOS MINE
09JW	00	B.F. GOODRICH
09Q4	01	BARSTOW MARINE CORPS LOGISTICS BASE
0970	01	BECKMAN INSTRUMENTS (PORTERVILLE PLANT)
09ZZ	N/A	CADA SACRAMENTO WAREHOUSE LIVE/WORK
09ZZ	N/A	CALAVERAS CEMENT CO TEHACHAPI
09RU	00	CANE VALLEY NAVAJO RADIOACTIVE STRUCTURES
09GY	01	CASMALIA PHASE II
093H	01	CASMALIA RESOURCES
09PQ	00	CASMALIA RESOURCES
09RS	00	CNMI DEQ ABANDONED PESTICIDES
0945	01	COAST WOOD PRESERVING
09RR	00	CROWN CITY PLATING
09JT	00	CYPRUS TOHONO MINE
0936	01	DEL AMO FACILITY
0936	02	DEL AMO FACILITY
09AG	01	DEL MONTE CORP. (OAHU PLANTATION)
0933	01	DEL NORTE PESTICIDE STORAGE
09HB	00	DENOVA ENVIRONMENTAL INC.
09P8	01	EDWARDS AIR FORCE BASE
09KE	00	FORD CITY BURN DUMP
09KE	01	FORD CITY BURN DUMP
09Q6	01	FORT ORD
09DG	00	FRESNO DRUM REMOVAL
094R	01	FRONTIER FERTILIZER
09RK	00	GOLDOME
09RJ	00	HAKIMO ROAD AKA BOTELHO
09ZZ	N/A	HOFER PROPERTY
0988	00	INTEL CORP (SANTA CLARA 3)
09MX	01	IRON KING MINE - HUMBOLDT SMELTER
0939	01	JIBBOOM JUNKYARD
09EC	00	K & L PLATING - 89TH AVENUE
09ZZ	N/A	KINGSBURG AVE 395 & ROAD 2 (BROWNFIELDS)
09FM	00	KLAU/BUENA VISTA MINE
0943	00	KOPPERS CO. INC. (OROVILLE PLANT)
093Y	01	LAVA CAP MINE
091A	00	LEVIATHAN MINE
091A	01	LEVIATHAN MINE
09ZZ	N/A	LUST INDIAN COUNTRY PROJECT
098P	00	MARE ISLAND NAVAL SHIPYARD
0941	00	MCCLELLAN AIR FORCE BASE
09QN	00	MCCLELLAN AIR FORCE BASE

SSID	OU	SITE NAME
091E	01	MCCORMICK & BAXTER CREOSOTING CO
09BZ	00	MCFARLAND STUDY AREA
09BZ	01	MCFARLAND STUDY AREA
09EV	00	MCMINN STATE SUPERFUND SITE
09M6	00	MEW STUDY AREA
09M6	01	MEW STUDY AREA
0946	01	MGM BRAKES
09ZZ	N/A	MOLOKAI COMMUNITY SERVICES COUNCIL
0926	01	MONTROSE CHEMICAL CORP
0926	03	MONTROSE CHEMICAL CORP
0926	04	MONTROSE CHEMICAL CORP
09CA	00	MONTROSE CHEMICAL CORP
09BE	02	MOTOROLA, INC. (52ND STREET PLANT)
09BE	04	MOTOROLA, INC. (52ND STREET PLANT)
09ZZ	N/A	MTBE CHARNOCK
09J5	01	NEWMARK GROUNDWATER CONTAMINATION
0905	00	NINETEENTH AVENUE LANDFILL
09PM	00	NORTHEAST CHURCHROCK MINE SITE
09PM	01	NORTHEAST CHURCHROCK MINE SITE
09BC	01	OMEGA CHEMICAL CORP
0958	00	OPERATING INDUSTRIES, INC., LANDFILL
0958	01	OPERATING INDUSTRIES, INC., LANDFILL
09A7	01	ORDOT LANDFILL
09ZZ	N/A	OROTE LANDFILL
091S	01	PEARL HARBOR NAVAL COMPLEX
099K	01	PEMACO MAYWOOD
09ZZ	N/A	PG&E PIPELINE PCB LIQUIDS
09ZZ	N/A	PHELPS DODGE CORP - COPPER BASIN BRANCH
09ZZ	N/A	PHOENIX TALLOW FACILITY
09ZZ	N/A	PIER 70 REDEVELOPMENT (BROWNFIELDS)
09ZZ	N/A	PLANTATION MINI MART
09ZZ	N/A	PPG FACILITY
09LX	00	PRESERVATION AVIATION
09DM	00	QUALITY PRINTED CIRCUITS CORP
09ZZ	N/A	ROSS LABORATORIES
09P1	00	SAIPAN CAPACITORS
09RT	00	SAIPAN SEWER WASTE SITE
0959	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	02	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
094X	00	SAN GABRIEL VALLEY (AREAS 1-4)
094X	05	SAN GABRIEL VALLEY (AREAS 1-4)
097B	08	SAN GABRIEL VALLEY (AREAS 1-4)
097B	09	SAN GABRIEL VALLEY (AREAS 1-4)
098V	04	SAN GABRIEL VALLEY (AREAS 1-4)
098V	05	SAN GABRIEL VALLEY (AREAS 1-4)
09ES	01	SAN GABRIEL VALLEY (AREAS 1-4)
09M5	00	SAN GABRIEL VALLEY (AREAS 1-4)
09M5	01	SAN GABRIEL VALLEY (AREAS 1-4)
09ZZ	N/A	SAN JUAN MINE SITE
09ZZ	N/A	SOUTHWEST FOREST IND WOOD TREATMENT PLT
09FN	00	SOUTHWEST PHOTOCHEMICAL
09W6	00	SPARKS SOLVENT/FUEL SITE
09K2	00	SULPHUR BANK MERCURY MINE



<b>SSID</b>	<b>OU</b>	<b>SITE NAME</b>
09P3	01	TREASURE ISLAND NAVAL STATION- HUN PT AN
09ZZ	N/A	TRUCKEE RIVER HAZMAT PLAN
091C	01	TUCSON SOURCES
099D	00	TUSTIN MARINE CORPS AIR STATION
09ZZ	N/A	UNICHEM INTERNATIONAL
09FT	00	WESTLEY TIRE FIRE
09QC	00	YOSEMITE CREEK SEDIMENT

### **Task 3: Reference, Circulation, Search, Retrieval of Documents onsite or at FRC/NARA, and CD-ROM Production**

#### **3.1 Reference, Search, and Circulation Service**

Staff processed 41 requests for documents, performed 257 database searches in SDMS-C, and provided 378 documents for EPA staff and other requesters.

Thirteen indices were generated in electronic, diskette, CD-ROM, or paper format at the request of EPA staff or members of the public.

The Circulation Department and Cost Recovery Department CBI Circulation/Disclosure Reports were submitted to the EPA CBI Officer on November 3.

##### **Future Activities**

Staff will continue to perform online searches, retrieve documents, provide files to EPA staff and other requesters, and to generate site file indices from the SDMS-C database.

#### **3.2 Freedom of Information Act (FOIA)**

Staff provided support for 5 FOIA requests totaling 12.3 billable hours.

##### **Future Activities**

Staff will continue to provide FOIA support to EPA staff and the public, including online searching, generating reports of potentially responsive documents, and providing information in hard copy or electronic form.

#### **3.3 Photocopy and Redaction Service**

Staff photocopied 1,287 non-FOIA-related pages for EPA staff and other requesters, and sent approximately 3,548 pages off-site to a copy service. In addition, staff printed 200 pages from SDMS-C.

##### **Future Activities**

Staff will continue to provide photocopy and redaction service as directed by the TOAM and EPA program staff.

#### **3.4 CD-ROM Service**

Staff fulfilled 13 requests for documents on CD-ROMs. 52,628 pages were copied to CDs.

### **Future Activities**

Staff will continue to provide documents to EPA staff and the public in CD-ROM format.

### **3.5 Submittal of RODs, ESDs, ROD Amendments to EPA Headquarters**

No activity occurred in this reporting period.

### **Future Activities**

Staff will continue to submit RODs, ESDs, and ROD Amendments to EPA Headquarters on a quarterly basis.

### **Sites worked on under Task 3 for the month of November, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name**

<b>SSID</b>	<b>OU</b>	<b>SITE NAME</b>
09PC	00	ALTOONA MINE
09DJ	00	AMCO CHEMICAL
0934	01	ATLAS ASBESTOS MINE
09JW	01	B.F. GOODRICH
0961	00	BKK SANITARY LDFL
09ZZ	NA	BROWN FIELD HAZARDOUS WASTE SITE
0935	01	COALINGA ASBESTOS MINE
09ZZ	N/A	CONOCO INC
091N	01	COOPER DRUM
09H5	01	CTS PRINTEX, INC.
09JT	00	CYPRUS TOHONO MINE
09ZZ	N/A	HAWTHORNE ARMY AMMUNITION PLT
0920	01	INDIAN BEND WASH NORTH
09G6	01	INDIAN BEND WASH SOUTH
09MX	01	IRON KING MINE - HUMBOLDT SMELTER
091A	00	LEVIATHAN MINE
09ZZ	N/A	LOS NIETOS DUMP
0976	00	LOUISIANA-PACIFIC CORP
09N6	01	MARCH AIR FORCE BASE
09M6	01	MEW STUDY AREA
09J4	01	MODESTO GROUND WATER CONTAMINATION
09BE	01	MOTOROLA, INC. (52ND STREET PLANT)
0915	01	MOUNTAIN VIEW MOBILE HOME ESTATES
09BC	00	OMEGA CHEMICAL CORP
0958	01	OPERATING INDUSTRIES, INC., LANDFILL
09J6	01	PACIFIC COAST PIPELINES
091S	01	PEARL HARBOR NAVAL COMPLEX
0921	01	PURITY OIL SALES INC.
09DM	01	QUALITY PRINTED CIRCUITS CORP
0998	00	RHONE-POULENC, INC./ZOECON CORP
0959	02	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09M5	01	SAN GABRIEL VALLEY (AREAS 1-4)
09RQ	00	TEEC NOS POS NAVAJO RADIOACTIVE STRUCTURES
0981	01	TH AGRICULTURE & NUTRITION
09P3	00	TREASURE ISLAND NAVAL STATION- HUN PT AN
09R3	01	UNITED HECKATHORN CO
09ZZ	N/A	UNOCAL ORCUTT TANK FARM TRACT #12631

SSID	OU	SITE NAME
09C1	00	WASTE DISPOSAL, INC.
09QC	00	YOSEMITE CREEK SEDIMENT

#### **Task 4: Administrative Records (ARs) and Special Collections Management**

##### **4.1 Administrative Records**

The Teec Nos Pos Navajo Radioactive Structures Removal AR was compiled, copied, and sent to the repository on November 17.

##### **Future Activities**

ARs will be compiled, copied, and sent to repositories at the direction of the TOAM.

Information in the AR Repository database will be updated as necessary.

##### **4.2 Work-Performed Compilations**

Three work-performed compilations were created or updated during November:  
MCCORMICK & BAXTER CREOSOTING CO, OU 01, SSID 091E  
PHOENIX-GOODYEAR AIRPORT AREA, OU 03, SSID 09R8  
SAN GABRIEL VALLEY (AREAS 1-4), OU 01, SSID 09M5

##### **Future Activities**

Staff will continue to compile work-performed compilations as directed by the TOAM.

##### **4.3 Electronic Media and Microfilm Management**

Staff produced copies of special collections in the following electronic formats this month:

CD-ROM format: 8 collections

Electronic files attached to E-mails: 46 collections

##### **Future Activities**

Staff will produce special collections in electronic formats as directed by the TOAM.

Microfilm will be sent for quality-assurance testing and long-term storage as needed.

#### **Sites worked on under Task 4 for the month of November, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name**

SSID	OU	SITE NAME
09PC	00	ALTOONA MINE
09RV	00	BLACK FALLS CONTAMINATED WELL SITE
09RU	00	CANE VALLEY NAVAJO RADIOACTIVE STRUCTURES
09RS	00	CNMI DEQ ABANDONED PESTICIDES
09RR	00	CROWN CITY PLATING
09RJ	00	HAKIMO ROAD AKA BOTELHO
091E	01	MCCORMICK & BAXTER CREOSOTING CO
09QM	00	NORTHEAST CHURCH ROCK RESIDENCE #2
09PM	00	NORTHEAST CHURCHROCK MINE SITE
09QD	00	NORTHEAST CHURCHROCK RESIDENTIAL

<b>SSID</b>	<b>OU</b>	<b>SITE NAME</b>
09R8	03	PHOENIX-GOODYEAR AIRPORT AREA
09RT	00	SAIPAN SEWER WASTE SITE
09M5	01	SAN GABRIEL VALLEY (AREAS 1-4)
09RQ	00	TEEC NOS POS NAVAJO RADIOACTIVE STRUCTURES

#### **Task 5: Manage the Day-to-Day Operations of the Superfund Records Center**

The following staff meetings were held during the month:

The PM held an all-hands staff meeting on November 26.

The PM held a Scanning Department meeting on November 12.

The PM held a Cost Recovery Department meeting on November 12.

The RMS IV/Assistant Manager held a meeting with special projects staff on November 4.

The RMS IV/Circulation Department Supervisor held departmental meetings on November 18 and 20.

The RMS IV/Computer Support Department Supervisor held a departmental meeting on November 19.

The PM continued to purchase supplies and equipment during November.

##### **Future Activities**

The PM and department heads will continue to conduct regular staff meetings.

The PM will continue to manage the day-to-day operations of the Superfund Records Center and to purchase supplies and equipment in a timely manner.

#### **Task 6: Training and Orientation**

No activity occurred in this reporting period.

##### **Future Activities**

Staff will continue to provide training, orientation, and tours to EPA staff, contractors, and others as directed by the TOAM.

#### **Task 7: Online Operations and Internet Support**

On November 4, backup tapes were delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage at EPA's Richmond Labs.

An RMS IV coordinated with EPA computer Specialist Richard Martin to install the necessary components for the Enterprise Content Management System on a Records Center workstation. The installation was successfully completed on November 14.

An RMS IV coordinated with EPA Information Security Officer Al Belbahri to resolve issues with the Patch Link program on the Ascent Capture workstation. The problem was successfully resolved on November 3.

An RMS IV coordinated with EPA computer support staff Bob Zucker and Steve Emanuelson to update and upgrade the Records Center file server. The server was successfully updated and patched with the latest information.

### **Future Activities**

Staff will continue to maintain all computer hardware, software, and LAN nodes in the Records Center.

Backup tapes will continue to be delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage.

Staff will continue to post Administrative Record indices, introductions, and lists of acronyms for Region 9 ARs on the Internet.

### **Task 8: Attend Meetings and Teleconferences**

No activity occurred in this reporting period.

### **Future Activities**

Staff will attend a national Superfund Records Managers/SDMS-C Workgroup teleconference meeting in December.

### **Task 9: Assist Region 9 with Implementing the EPA's Enterprise Content Management System, ECMS**

#### **9.1 Assist with Training End Users**

At the request of the TOAM, a Librarian IV gave ECMS training to Environmental Protection Specialist Matt Klasen and Energy Advisor Ben Machol on November 19, and updated the training database.

#### **9.2 Assist with Maintaining the Organization File Plans in the ECMS System as Needed**

No activity occurred in this reporting period.

## **II. DIFFICULTIES ENCOUNTERED**

No difficulties were encountered this reporting period.

## **III. PERSONNEL ACTION**

Librarian IV, Pallavi Veera started work on the contract on November 3.

## **IV. SUMMARY OF TECHNICAL DIRECTION**

Staff received technical direction for 20 new projects via *Express Link* Work Request Forms. In addition, staff received from the TOAM 3 requests for information or support via other means.

## V. STATISTICS

### New File Footage

New Files Received	Footage	Year to Date
2,952	77.3 lft.	123.9 lft.

### Inventories

Records Surveyed	Year to Date
28.5 lft.	64.9 lft.

### Records Dispositioned

To FRC	To NARA	Destroyed	Year to Date
0 lft.	0 lft.	0 lft.	210 lft.

### Records Use Statistics

EPA Staff	Government Requests	Regulated Community	Educational Institutions	Citizens	International	Media	Other	Total
24	0	0	0	14	0	0	4	42